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UNDER SECRETARY OF STATE
FOR MANAGEMENT
WASHINGTON

November 21, 1980

MEMORANDUM FOR: All Assistant Secretaries, Office Heads, Executive Directors, and Administrative Officers

FROM: Ben H. Read BHR.

SUBJECT: Resignations and Departures

As there will be a number of resignations during the coming months, it is appropriate to remind all departing Presidential appointees and other senior personnel (SES, GS-16/17/18, and FSR-1/2) that the law requires the filing of an SF-278 (Executive Personnel Financial Disclosure Report) no later than the 30th day after resignation. The law provides a civil penalty of up to $5,000 for failure to file this report.

Executive Directors and Administrative Officers should insure that OF-242A (Administrative Clearance for Separation), as required by 3 FAM 784, includes the listing of an SF-278 as a required item and that they should not be cleared for separation until it is received.

Departing personnel may also wish to acquaint themselves with the post employment restrictions contained in FAMC #8 and Office of Government Ethics regulations. You should make copies available.

Any questions on SF-278 procedures and requirements should be addressed to FAIM/IS - Mr. Frank Machak (X23411); questions on post employment restrictions should be referred to L/M - Mr. Gene Malmborg (X22350).

DEPARTMENT OF STATE A/CDC/MR
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